



# Base Bulletin

Vandenberg AFB, CA 93437-0759



30 May 2001

No. 22

The Base Bulletin is published each Wednesday (except holidays). Send proposed bulletin items (via email to <mailto:publishing.management.dci@vandenberg.af.mil> or to Publishing Management DCI on the Global, or via fax to DSN 276-6614 or 805-606-6614) to arrive at DCI/SCSP by noon Friday, the week before you want your item to appear. Submit your items typed or printed on 30 SW Form 8, Official Bulletin Notice. Be sure to include your name, office symbol, and office phone number. Remember to include your home phone number for personal items. Limit official items to four lines, unofficial to 2-3 lines and personal items to one line. Your items will run for two consecutive weeks, and may be resubmitted one week after the last date it was published. Bulletins are valid for 90 days unless rescinded or superseded. Note: If an article requires a 30 SW Form 400, this form must be submitted with the article, or it will not be published.

## SECTION I - ADMINISTRATIVE DUTIES

Duty Chaplain: Duty phone, 6-5773. After hours, 6-9961  
Safety Hazard? Dial 5-SAFE (If off base, dial 605-SAFE)

## SECTION II - OFFICIAL

### 1. 30<sup>th</sup> Communications Squadron:

**a. EMSEC, COMPUSEC, SATE, COMSEC, Network Security?** Find out more on the AFSPC Information Assurance web page at <http://midway.spacecom.af.mil/infoprotect/index.htm>. If you have any questions, please contact the 30 SW Information Assurance Office (30 CS/SCBI) at extension 5-2352. (30CS/SCBI, 5-2352)

**b. Changing Publication OPR?** OPR notifies appropriate forms manager or product development office if a new OPR takes responsibility for an existing form; sends the name, organization office symbol, and telephone number of the new OPR in a timely manner. (Per AFI33-360V2, 1.5.8.) (30CS/SCSPP-DCI, 6-7892-4)

**c. Revised Records Management Checklist:** The revised Base Records Management checklist 30 SWI CL 33-12A is out on the Vandenberg Electronic Publications Distribution Library. Please review for currency. (OPR: 30 CS/SCBR, 6-4212)

### 2. Traffic Management Office:

**a. Separating, Retiring or PCSing?** PLAN AHEAD! Within 30 days of receipt of orders, stop by TMO, Bldg 11777, Rm C-103 to schedule an appointment for your household goods pick up dates. Remember, the earlier you meet with us, the greater your chances of moving on the date you initially select. As always, we will work with you to the greatest extent possible. POC: TSgt Dobbs, ext 6-0904 (30 TRANS/LGTTH)

**b. Approval for On-Base Commercial Carrier Accounts and Pick Up Points:** Attention all DoD organizations on Vandenberg AFB: Under the provisions of AFI 24-201, paragraph 2.1, the Traffic Management Office (TMO) must approve all on-base commercial carrier accounts and pick up points. To assist us in ensuring we are complying with AFI 24-201, we request all organizations with a commercial carrier (Federal Express, United Parcel, etc.) contact TMO. POC: MSgt Hawley, ext 6-3381 (30 TRANS/LGTTF)

### 3. 30<sup>th</sup> Security Squadron Information:

**a. Neighborhood Watch Program:** This program is run by you and designed to help ensure a safe and secure neighborhood. If you are interested in starting this program in your area, call Police Services, 5-0792. (30 SFS/SFOSP)

OPR: 30CS/SCSPP-DCI  
Distribution: F

**b. Vacation Quarters Check:** If you live in base housing and plan to take leave or go TDY, have Security Forces check your home while you are gone. To make arrangements, stop by the Law Enforcement Desk, Bldg. 13675. For more information, call Police Services, 5-0792. (30 SFS/SFOSP)

**c. Firearms Registration:** IAW 30 SWI 31-101, Installation Security Program, Paragraph 14.3.1., all base residents who own or possess firearms must register them with the Pass and Registration Office. To initiate the process, request an AF Form 1314, Firearms Registration, from your orderly room. After completing in triplicate, take the signed form to Bldg, 11777, Room C-111. For more information contact your Resource Protection Monitor, or call 5-0797. (30 SFS/SFOSP)

#### **4. Air Force Reserve:**

**a. Palace Chase Briefing:** 12 Jun 01, 1300, Bldg. 11777, Room C-114. If you are interested in applying for this program, you must first attend this briefing. For more information, call MSgt Kartheiser (AF Reserve Recruiter, 6-2704). (30 MSS/ISR)

**b. Vacancies In The Maine Air National Guard:** Palace Chase/Front, South Portland Air National Guard Station has positions open for personnel leaving the Air Force. These are traditional guardsmen vacancies. Current vacancies include the following AFSC's: 2E1X1 SATCOM, 2E1X3 Ground Radio, 2E3X1 Secure Com, 2E6X2 Cable & Antenna Sys, 2E6X3 Telephone Outside Plant, 2T3X4 General Purpose Vehicle Maintenance, 3C0X1 Comm Center, 3C1X1 Radio Operator, 3C2X1 Tech Control. These job openings are excellent opportunities for Palace Chase or Palace Front applicants. Ask us about our Montgomery GI Bill KICKER Program and the State of Maine Tuition Assistance Program. We will cross train. For information call MSgt Tom Breault at DSN 698-7904 or MSgt Patrick Crowley at DSN 698-7903 or call toll free 1-800-549-9197.

**OFFICIAL**

**Robert M. Worley II**  
**Colonel, USAF**  
**Commander**

**SUSANNE BRIXLER-STAAB**  
**Chief, Publishing Management**

### **SECTION III – UNOFFICIAL**

#### **Vandenberg Commissary:**

**Case Lot Sale:** A case lot sale is scheduled for 1-2 Jun 01. During this sale, there will be food samples, drawings, a lot of fun and excitement and additional savings on many items. Come join us and have fun while you save. POC: Verona Johnes, 734-3354 x225. (DeCA/WP.VRG, 5-8803)

#### **Scuba Diving Lessons:**

**New Class:** Class starts 7 Jun 01. Cost is \$175.00 and includes all books, materials and equipment. Class will meet two times a week for three weeks. For more information, call Bob Johnson at 735-5320. Leave a message if not in.

**Community Support Center:** Pre-Register for all Classes, Workshops & Seminars. (30MSS/DPF)

**a. Interviewing and Dress for Success:** 30 May 01, 0900. Make a statement, and get the job! Learn what to wear and what “not” to wear. Learn tips to dress for your interview and workplace. To sign up, call 5-8557.

**b. Financial Basics:** 31 May, 25 June, and 30 Jul 1000-1200. Learn financial management basics such as checkbook maintenance, credit spending, choosing a financial institution, credit pitfalls, decoding financial terminology and making your paydays count!

**c. Newcomer Spouse Orientation:** 4 Jun 01, 745-1230 for a full morning of the Base Newcomer Orientation at the Pacific Coast Club or opt to arrive at 0950 to attend the Community Fair followed by the Spouse Group at 1100. Children are welcome to the Fair and Spouse Group — toys are provided.

Meet other newcomers and learn about services and things to do on and off VAFB. Registration is not necessary, but call 6-0801 for more information.

**d. Single Parents Support Group:** 5 Jun 01, 1100-1230 at the Pacific Coast Club. This is an informal group for individuals who are dealing with divorce and single parenting. Pre-Registration not required. For more information, call 6-9958.

**e. Douhet Society:** 5 Jun 01, 1200. Meet in the Library conference room. Bring a Brown Bag Lunch.

**f. Tobacco Cessation Program:** A 6-session class conducted at the HAWC. Class begins 5 Jun 01 through 10 Jul 01, 1200-1330. Topics covered are reasons why people smoke, effects of smoking, why people can't quit. Prescriptions for nicotine patch or Zyban are available. Call 6-2221 to register.

**g. Resume Writing:** 6 Jun 01, 0900-1130. Learn how to write a winning resume or update an old one. Learn current formats/styles, hot effective words and power statements to include in your winning resume! To register call Tinisha Agramonte at 5-8557.

**h. The Sensible Weigh:** 7 Jun 01 through 21 Jun 01, 0800-0930. A 90 minute class instructed by a Registered Dietician, USAF Diet Therapist, and an Exercise Physiologist. Individuals will learn to identify principles for safe weight loss and weight control. Other topics include reading food labels, counting fat grams, planning menus, and incorporating the USDA food pyramid into a Healthy Eating Lifestyle. Classes run for 4 weeks, plus class electives. Call 6-2221 for more information.

**i. Mutual Fund Basics:** 8 Jun 01, 1100-1200. Also known as Mutual Funds 101, this class will explain the basics of investing in mutual funds. To register call 6-4491.

**j. TAP Seminar:** 12-14 Jun 01. There is now a single, generic 3-day TAP seminar for all retirees and separatees each month. Also, only those retirees and separatees who are within the one-year window are eligible to register. Spouses will be accommodated on a space available basis. Call 5-0134 to register if you are within one year of separation or retirement.

**k. Give Parents A Break:** Available to eligible parents for a few hours break from the stress of parenting. Families must be referred by the Squadron CC, First Sergeant, Chaplain, a medical professional, the Child Development Center, or Family Advocacy Office. Call 5-8551 to learn more.

**l. Child Care for PCS:** Twenty hours per child is paid with Air Force Aid funds within 30 days of arrival or departure with PCS orders. This program is available to military members E-1 to E-5 and others in unique circumstances. Child care must be provided by licensed Family Day care providers on base. Pick up a Certificate of Eligibility and a list of providers at the FSC's Relocation office. Please bring a copy of your orders. To register call 6-0801.

**m. Videophone Program:** This program provides videophone communication for immediate family of military members who are deployed, remote or TDY. Call TSgt Spencer at 6-0039 to set up an appointment.

**n. Racquetball Court:** Available 0830-1530 Mon-Fri. Reservations are required. Call 6-2221.

**o. Relaxation Room:** 0830-1530, Mon through Fri. Come sit in the massage chair, listen to soft music, and melt your stress away. Call the HAWC at 6-2221 to reserve your 30-minute session.

**p. Airmen's Attic Program:** Donated house wares, furniture, baby items, small appliances, mattresses, and other necessary items to set up housekeeping are available to keep for military personnel E-5 and below, and all others if there is a need. An AF Form 552 obtained from your Unit First Sergeant is required to access the Attic. Call 6-5484 to arrange a pick up time. Donations are always welcome.

### **30th Services Squadron:** (30 SVS/SVK, 6-0276)

**a. Pacific Coast Club:** (For details on any club functions please call 734-4375 or 734-4376).

#### *Entertainment*

- Every Friday **Club Card Drawing**. Don't miss out on your chance to win the Jackpot. Drawing is every Friday between 1700-2000. Must be present to win.
- 31 May 01, 2100-0200: **DJ in the Hawk's Nest**.
- 1 Jun 01, 1800-2200: **Karaoke Night** in the O-Lounge.
- 2 Jun 01, 2100-0200: DJ in the Hawk's Nest.

#### *Menu*

- **Lunch Time Buffet:** Monday – Italian, Tuesday – Mexican, Wednesday – Santa Maria BBQ, Thursday – Chicken & Ribs, Friday – Seafood.
- Tuesday, Wednesday & Thursday Dining menu, 1800-2000.
  - 29 May 01. Family Night / **Mexican Buffet**. \$8.95.
  - 30 May 01: 2 For 1 **Smoked Pork Chop** - \$11.95.
  - 31 May 01: NEW! **A la Carte Menu**.

- **Family Night:** Tuesday night is “Family Night” at the Club. Children under 10 years eat free from the children’s menu when accompanied by an adult. Limit two children per one adult. No take-out orders. 1800-2000.
- **Foggio’s:** Call and order ahead at 5-7800. SPECIAL! Sundays & Mondays: Get a large 2 topping pizza for just \$10.
- b. **Fitness Center:** (30SVS/SVMP, 6-3832)
  - **Ongoing Classes:** The Fitness Center has classes in Karate, Aerobics, Yoga and more. Stop by the Fitness center for the current schedule. For more information, call 736-6213.
  - 31 May 01, 0900. **Volksmarch & Fun Walk.** Starts at the Pacific Coast Club patio. Be a part of May Fitness Month.
- c. **Family Aquatics Center:** (30SVS/SVRO, 6-3581)
  - 28 May 01, 1200-1600. Memorial Day open swim. Active Duty, \$2.00; Children 14 and under, \$1.00.
- d. **Bowling Center:** (30SVS/SVK, 6-3209)
  - **Eat & Bowl:** Every Friday in June from 1830-2100. Bowl 3 games, get a burger, fries and drink for just \$7.
  - **Thunder Alley/Rock 300:** Thursday, 1800-2100, Family Night. Friday, 2100-2400, Thunder Alley/Rock 300. Saturday, 2100-2400, Thunder Alley/Rock 300.
  - The Bowling Center is **closed on Sundays**. Sunday hours will return in September.
- e. **Services Center:** (30SVS/SVYR, 5-8974)
  - **Touch-A-Truck:** 16 Jun 01, 1200-1500: Bring the kids for Touch-a-Truck! On the parade grounds.
  - **Natural Knead Massage Therapy:** Therapeutic massage is a valuable addition to health care and fitness routines as a natural way to promote healthy body functioning, and to enhance the body's restorative powers. Located in the Services Center. Call for appointments at 605-4748.
  - **Country Line Dancing:** Ongoing FREE dance lessons at the Service Center. Wednesday, 1830-2100.
  - ITT Trips:
    - 2-3 Jun 01. **Las Vegas Turnaround.** \$40 per person (transportation)
    - 9 Jun 01. **Reagan Library and Museum.** \$35 per person (transportation)
    - 17-19 Jun 01. **Sequoia National Park.** \$160 per person shared room / \$240 single room ( transportation)
    - 22 Jun 01. **Dodgers vs Padres.** \$35 per person (ticket and transportation)
    - 24 Jun 01. **Getty Museum.** \$35 per person (transportation)
    - 14 Jul 01: **Santa Barbara French Festival.** \$25 per person ( transportation)
- f. **Youth Center:** (30SVS/SVYY, 6-2152)
  - **Parents Advisory Board!** Stop by the first Wednesday of every month for a Parents Advisory Board Meeting.
  - **Summer Day Camp:** Registration dates for Summer Camp starting in June. 29 May 01: Open Registration.
- g. **Marshallia Ranch Golf Course:** (30SVS/SVRG, 6-6262)
  - 30 May 01, 1000-1200. Organizational Tournament.
  - 1 Jun 01, 0730: **Open play Shotgun.**
  - 1 Jun 01, 1230: 381st Shotgun Tournament.
  - **Junior Lessons:** Saturdays at 1330, with Bob Kotoski. Cost is \$5 per child. No sign up needed.
  - **Ladies Priority:** Every Wednesday 0830-0900.
- h. **Rod & Gun Club:** (30 SVS/SVRO, 6-4560)
  - **Open Skeet and Trap Shooting:** Every Wed, Fri, Sat, and Sun at 0830, except for special events.
- i. **Library:** (30 SVS/SVT, 6-6414)
  - **Internet is Here!** The library now has Internet access available.
- j. **Outdoor Recreation:** (30SVS/SVRO, 6-5908)
  - **Kern River Rafting Trips:** 2 or 3 Jun 01. Sign up for a rafting adventure on either date. Eighteen spots are available for each trip. Lunch, transportation, and equipment provided. Must be at least 16 years of age. Cost is \$55 per person. Sign up deadline is 30 May 01.

**Education Services & Human Resources Flight:** (30MSS/DPHS, 5-5902)

**a. University of La Verne Summer Registration:** Classes begin 11 Jun 01. Register for Summer term 25 May 01 through 8 Jun 01 for both Graduate and Undergraduate students. Classes meet once a week starting 11 June 01. Classes are open to both military and civilians. For more information call 734-1306, 605-5917 or fax 734-1158.

**b. Allan Hancock Summer Registration:** Walk through registration is 12 & 13 Jun 01 from 0900-1900. Late registration is 18 - 20 June from 0900-1800. Classes begin 18 Jun 01. Effective January 2001 military dependents attending Allan Hancock can now enroll at the resident tuition rate of \$11.00 per credit hour. Highlighted courses for this summer are Engr 100 - Intro to Engineering Mon 6-8:15, Art 132 - Landscape Painting Sat 9-12:15, Speech 101 - daily 12-1:25. For questions contact Allan Hancock College at 734-3500 or 5-5915.

**c. CLEP English with Essay Testing:** Test date 15 Jun 01. College Level Examination Program (CLEP) English with Essay testing **FOR MILITARY ONLY** is scheduled for Friday, 15 Jun 01 at 0800 at the Base Education Center, Building 14002, provided enough people are scheduled. For an appointment, call Debbie at 5-5902.

**d. CALPOLY Summer Classes:** Classes begin 19 Jun 01. The Aerospace Engineering Department at Cal Poly will offer the following courses this summer to students at Vandenberg AFB in two summer sessions starting 19 June and 24 July: AERO 535 Advanced Aerospace Structural Analysis; AERO 540 Elements of Rocket Propulsion; AERO 500 Individual Study; AERO 599 Design Project/Thesis. For Questions contact Base Education 5-5904 or new students go to <http://www.ess.calpoly.edu/admiss/> to apply for program admission. Students already accepted into the program go to <http://www.power.calpoly.edu> to register.

**e. Memorial Scholarship:** Application deadline 30 Jun 01. The Aerospace Education Foundation will award a \$1,000 scholarship to an active duty full time guard or reserve (officer or enlisted) Air Force Association member who is pursuing a Master's degree in a non-technical field. To be eligible, the Air Force member must be a current member of AFA. The deadline for applications is 30 Jun 01 (postmarked) and the scholarship will be awarded in September. Requirements, selection criteria and applications can be obtained on the AEF website, <http://www.aef.org> or at the base education office. If you have questions, please contact Jancy Bell at 800-727-3337 ext. 5801 or by email at [AEFstaff@aef.org](mailto:AEFstaff@aef.org) or the base education office at 5-5904.

**f. University of La Verne:** Effective 20 Aug 01 there will be a tuition increase from \$205.00 to \$215.00 and an increase in the application fee from \$35.00 to \$40.00 effective 1 July.

**Personal Computer Training Class Schedule:** (30CS/MCA, 6-3771)

New Classes:

**Publisher 2000**, Microsoft Publisher 2000 helps you easily create, customize, and publish materials such as newsletters, brochures, flyers, catalogs, and Web sites. Publish easily to your desktop printer, at a copy shop, a commercial print shop, or directly to the Web. **Front Page 2000**, The Microsoft FrontPage® 2000 Web site creation and management tool gives you everything you need to create and manage exactly the site you want, whether you are creating a personal Web page or a corporate Internet or intranet site. **Form Flow**, Learn how to make this program behave better. **Equipment Custodian** classes are now available. **Lunch and Learn** sessions for selected topics. Check below for the list of currently scheduled classes, dates and times.

Listed below is a current 30 SW personal computer systems training schedule. Classes are open to active duty military and DOD employees only. Walk-ins are welcome on a space available basis. To register, or for additional information, contact Ms. Lexi Schwartz via base email. If you do not receive a confirmation of your registration within two days, please contact us to see if we did receive it. For questions only, not reservations, you can call 6-3771. You will probably reach an answering machine, so please leave a message and we will call you back. The classes do not require knowledge of the individual programs but a working knowledge of Windows is required. We recommend taking the classes in the following order: Word, Excel, PowerPoint, and Access.

**Computer Based Training (CBT) Facility.** In addition to the existing traditional demonstration/lecture courses offered at the computer training facility located within Bldg. 9360, MCA Engineers, Inc. also reserves specific 4 hour blocks of time for those students interested in completing Computer Based Training (CBT) courseware. This provides an alternate method for those military or DOD civilians who are unable to satisfactorily complete CBT's at their Personal Computer in their regular work environment.

Instructor Led Classes

Dates	Class Name	Instructor:	Time	Open Slots	Wait List
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# June 2001

6/1	Outlook 98 Email Only	Lexi Schwartz	08:00-11:00	10	0
6/4-8	PowerPoint 97	Jim Wooding	08:00-11:00	3	0
6/4-6	Word 2000	Lexi Schwartz	13:00-16:00	0	1
6/7	Intro to Computers	Jim Wooding	13:00-16:00	12	0
6/8	Palm PDA - Beginning	Lexi Schwartz	13:00-16:00	12	0
6/11-13	Excel 97	Jim Wooding	08:00-11:00	4	0
6/11	Outlook 98 Email Only	Lexi Schwartz	13:00-16:00	4	0
6/11	Defense Message System	Jim Wooding	13:00-16:00	9	0
6/12-14	Word 97	Lexi Schwartz	13:00-16:00	7	0
6/14	Outlook 98 Email Only	Lexi Schwartz	08:00-11:00	13	0
6/14	Defense Message System	Jim Wooding	08:00-11:00	10	0
6/15	Palm PDA Day Planning	Lexi Schwartz	08:00-11:00	14	0
6/18-22	Access 97	Lexi Schwartz	08:00-11:00	1	0
6/18-22	PowerPoint 2000	Jim Wooding	13:00-16:00	3	0
6/25-29	Access 2000 Intermediate	Lexi Schwartz	08:00-11:00	5	0
6/25-27	Excel 2000	Jim Wooding	13:00-16:00	11	0
6/27-29	Outlook	Jim Wooding	08:00-11:00	12	0

# July 2001

7/2	Outlook Email Only	Jim Wooding	08:00-12:30	14	0
7/2-6	Publisher 2000	Lexi Schwartz	13:00-16:00	6	0
7/3	Defense Message System	Jim Wooding	08:00-12:30	14	0
7/5	Excel Advanced	Jim Wooding	08:00-12:30	14	0
7/6	Form Flow	Lexi Schwartz	08:00-12:30	11	0
7/6	Front Page 2000	Lexi Schwartz	13:00-16:00	10	0
7/9	Access Lab	Lexi Schwartz	08:00-11:00	14	0
7/9	Palm PDA - Beginning	Lexi Schwartz	13:00-16:00	14	0
7/10-12	Outlook	Jim Wooding	13:00-16:00	14	0
7/13	Outlook Email Only	Jim Wooding	08:00-11:00	13	0
7/16-18	Word 2000	Jim Wooding	08:00-11:00	11	0
7/16-20	Access 2000 Basic	Lexi Schwartz	13:00-16:00	10	0
7/19	Outlook Email Only	Jim Wooding	08:00-12:30	14	0
7/20	Intro to Computers	Jim Wooding	08:00-11:00	14	0
7/23-26	Project 98	Lexi Schwartz	08:00-12:30	12	0
7/23-27	PowerPoint 97	Jim Wooding	13:00-16:00	13	0
7/27	Outlook Email Only	Jim Wooding	08:00-12:30	14	0
7/30-1	Excel 97	Jim Wooding	08:00-12:30	14	0
7/30	Defense Message System	Jim Wooding	13:00-16:00	14	0
7/31-3	Publisher 2000	Lexi Schwartz	08:00-12:30	10	0

# August 2001

8/2	Excel Advanced	Jim Wooding	08:00-12:30	14	0
8/3	Word Advanced	Lexi Schwartz	08:00-12:30	14	0
8/6-10	Front Page 2000	Lexi Schwartz	13:00-16:00	13	0
8/6-10	PowerPoint 2000	Jim Wooding	13:00-16:00	13	0
8/13	Outlook Email Only	Jim Wooding	08:00-11:00	14	0
8/13-17	Access 97	Lexi Schwartz	13:00-16:00	12	0
8/14-16	Excel 2000	Jim Wooding	08:00-12:30	13	0
8/17	Form Flow	Lexi Schwartz	08:00-11:00	12	0
8/20	Outlook 98 Email Only	Jim Wooding	08:00-11:00	14	0
8/20-24	Access 2000 Intermediate	Lexi Schwartz	13:00-16:00	11	0
8/21-23	Word 97	Jim Wooding	08:00-12:30	14	0
8/24	Excel Advanced	Jim Wooding	08:00-12:30	14	0
8/27-29	Outlook	Jim Wooding	08:00-12:30	14	0
8/30	Defense Message System	Jim Wooding	08:00-12:30	14	0
8/31	Outlook Email Only	Jim Wooding	13:00-16:00	14	0

# Lunch and Learn

# June 2001

6/1	Outlook - Tasks: Making, Assigning & Tracking	Jim Wooding	11:30-12:30	11	0
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**Base Bulletin 30 May 2001**

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6/4	Word - Mail Merge	Lexi Schwartz	11:30-12:30	12	0
6/6	Office -- Routing Documents	Jim Wooding	11:30-12:30	12	0
6/8	Excel - Filtering, Sorting and Subtotals	Lexi Schwartz	11:30-12:30	13	0
6/11	Word - Tables	Lexi Schwartz	11:30-12:30	12	0
6/15	Excel - Conditional Formatting	Jim Wooding	11:30-12:30	13	0
6/18	What is Excel & What can I use it for?	Lexi Schwartz	11:30-12:30	14	0
6/20	Outlook - Calendaring	Jim Wooding	11:30-12:30	13	0
6/22	Excel Help - Bring Questions	Lexi Schwartz	11:30-12:30	14	0
6/25	Outlook - Meeting Planner	Jim Wooding	11:30-12:30	13	0
6/27	Word Help - Bring Questions	Lexi Schwartz	11:30-12:30	14	0
6/29	Outlook - Rules & Organizing Email	Jim Wooding	11:30-12:30	13	0
July 2001					
7/2	Excel - Formatting	Jim Wooding	11:30-12:30	12	0
7/6	PowerPoint Help - Bring Questions	Various	11:30-12:30	14	0
7/9	Project Resources	Lexi Schwartz	11:30-12:30	14	0
7/11	Excel - Workbook Sharing	Jim Wooding	11:30-12:30	13	0
7/13	What is Project & What can I use it for?	Lexi Schwartz	11:30-12:30	14	0
7/16	Windows - Tips and Tricks	Jim Wooding	11:30-12:30	13	0
7/18	What is Access & What can I use it for?	Lexi Schwartz	11:30-12:30	14	0
7/20	PowerPoint - Inserting Sounds and Movies	Jim Wooding	11:30-12:30	14	0
7/23	Word - Styles	Lexi Schwartz	11:30-12:30	12	0
7/25	PowerPoint - Custom Animation	Jim Wooding	11:30-12:30	14	0
7/27	Excel Help - Bring Questions	Various	11:30-12:30	14	0
7/30	Outlook - Tasks: Making, Assigning & Tracking	Jim Wooding	11:30-12:30	13	0
August 2001					
8/1	Office - Object Linking & Embedding	Lexi Schwartz	11:30-12:30	12	0
8/3	Word - Table of Contents & Index	Lexi Schwartz	11:30-12:30	14	0
8/6	Excel - Macros	Jim Wooding	11:30-12:30	14	0
8/8	Word Help - Bring Questions	Various	11:30-12:30	14	0
8/10	Outlook - Meeting Planner	Jim Wooding	11:30-12:30	14	0
8/13	Project Resources	Lexi Schwartz	11:30-12:30	14	0
8/15	PowerPoint Help - Bring Questions	Various	11:30-12:30	14	0
8/17	Excel 97 - Pivot Tables	Lexi Schwartz	11:30-12:30	14	0
8/20	Excel - Headers and Footers	Jim Wooding	11:30-12:30	14	0
8/22	Internet Explorer - Tips & Tricks	Jim Wooding	11:30-12:30	14	0
8/24	Word - Columns	Lexi Schwartz	11:30-12:30	13	0
8/27	What is Access & What can I use it for?	Lexi Schwartz	11:30-12:30	14	0
8/29	What is Excel & What can I use it for?	Jim Wooding	11:30-12:30	14	0
8/31	What is Project & What can I use it for?	Lexi Schwartz	11:30-12:30	14	0
ADPE EC Training					
June 2001					
6/20	ADPE EC Training	Darlene Payne	09:00-10:30	8	0
July 2001					
7/18	ADPE EC Training	Darlene Payne	09:00-10:30	13	0
August 2001					
8/15	ADPE EC Training	Darlene Payne	09:00-10:30	14	0
Security					
June 2001					
6/6	Certification & Accreditation	Dianne Raynor	08:00-11:30	12	0

July 2001					
7/11	UCM Training	Dianne Raynor	08:00-11:30	22	0
August 2001					
8/8	SATE Managers	Dianne Raynor	08:00-11:30	21	0